

## **PTRA Guidelines for Grant Proposals and Independent Workshops**

### **I. Grant Proposals**

If the authors of a grant proposal wish to incorporate AAPT/PTRA workshops and PTRAs into the proposal, the parts of the proposal related to PTRA must

1. Be approved by the PTRA Project Director at least one month before the proposal submission deadline.
2. Incorporate workshop fees and PTRA stipends in alignment with the guidelines provided in Section III of this document.
3. Specify how grant funds will be used to purchase PTRA materials and support on-going PTRA activities such as the review and revision of PTRA materials and training of PTRAs and future PTRAs. (The service items could be listed as AAPT/PTRA training fees or AAPT/PTRA materials update fees as appropriate.) In addition grant funds should be allocated to support AAPT staff time for handling registration and financial details, if appropriate, for the workshops.
4. Specify how many PTRAs will be part of the proposed activity. These PTRAs must be chosen in consultation with the PTRA Project Director. The lead presenter at a workshop must be a PTRA person certified in the content area(s) associated with the workshop. The lead presenter may be assisted by co-presenters (apprentices) who are not certified in those content areas. After the completion of the workshop, the apprentice presenters may apply for PTRA certification in those content areas. The lead presenter is strongly encouraged to include apprentice co-presenters in the workshop. When consulting about PTRAs for a workshop, the Project Director may take into account geographic location, workshop experience, distribution of PTRA workloads, PTRA certification, and other criteria as appropriate.
5. Include mechanisms to advertise the program activities and the workshops to AAPT members as appropriate.
6. Include workshop surveys (provided by AAPT/PTRA). The results of the surveys will be submitted to AAPT or the PTRA Project Director in order to monitor the quality of the workshops and may be reviewed by the PTRA Project Director and the AAPT Executive Officer or Associate Executive Officer. A summary of the results will be sent to the grant PIs and co-PIs and the workshop leaders upon request.
7. If other assessment instruments are used, copies of the assessment instruments and the results of the assessments, subject to the Institutional Review Board requirements of the project's lead institution, must be submitted to the PTRA Project Director to be added to the assessment database for PTRA professional development. Projects are strongly encouraged to use the AAPT/PTRA assessment instruments that have been developed and used for PTRA professional development.

## **II. Independent Workshops (not directly support by grant funds)**

1. The workshop organizer must submit to the PTRAs Project Director a PTRAs workshop information form (available from AAPT and the PTRAs Project Director) as soon as possible before the workshop, but normally no less than one month prior to the start date. The form shall specify the content of the workshop, the PTRAs and others who will be involved in leading the workshop, the workshop fees to be charged to the participants, additional sources of funding for the workshop, stipends to be received by the workshop lead presenters and co-presenters, a list of PTRAs materials being used at the workshop, arrangements for assessments, and a clear statement about the portion of the revenue to be designated for PTRAs services. These services may include PTRAs materials, updates and support of PTRAs and support for future PTRAs. (All workshops are strongly encouraged to include funds for those services. The service items could be listed as AAPT/PTRAs training fees or AAPT/PTRAs materials update fees as appropriate.) All of the budget items must be in alignment with the PTRAs financial guidelines given in Section III of this document.
2. If the workshop organizer is not a PTRAs, the organizer must consult with the PTRAs Project Director about the selection of PTRAs who will be presenters at the workshop. The lead presenter at a workshop must be a PTRAs certified in the content area(s) associated with the workshop. The lead presenter may be assisted by co-presenters (apprentices) who are not certified in those content areas. After the completion of the workshop, the apprentice presenters may apply for PTRAs certification in those content areas. The lead presenter is strongly encouraged to include apprentice co-presenters in the workshop.
3. When determining potential PTRAs leaders for a workshop, the Project Director may take into account geographic location, workshop experience, distribution of PTRAs workloads, PTRAs certification, and other criteria as deemed appropriate.
4. The workshop organizers are strongly encouraged to work with AAPT members and local colleges or universities to provide logistic, materials, and equipment support.
5. As part of the approval process, the organizer will submit an announcement of the workshop to be posted on the AAPT/PTRAs website, typically at least one month before the workshop. This notice will let the participants know that the workshop is an AAPT “approved” PTRAs workshop.
6. The organizer must administer a workshop survey (provided by AAPT/PTRAs). The results of the survey will be submitted to AAPT or the PTRAs Project Director in order to monitor the quality of the workshops and may be reviewed by the PTRAs Project Director and the AAPT Executive Officer or Associate Executive Officer. A summary of the results will be sent to the workshop leaders upon request.
7. If assessment instruments (formative or summative) are used, the results of the assessments and copies of the assessment instruments must be submitted to the PTRAs Project Director to be added to the assessment database. Projects are strongly encouraged to use the AAPT/PTRAs assessment instruments that have been developed and used for PTRAs professional development.

### **III. PTRA Workshop Financial Guidelines**

The budget for an approved PTRA workshop should include

1. Stipends for PTRA lead presenters and co-Presenters – typically \$500/day + travel + lodging + food (if not covered by other financial sources).
2. Participant materials fee – typically \$100/day per participant, sufficient to cover supplies, manuals, assessments etc. If the number of participants is uncertain, a flat rate may be negotiated by the workshop organizer and AAPT (usually through the PTRA Project Director).
3. Funds to support the continued professional development of PTRAs (not necessarily the ones running the workshop) and reviewing and revising PTRA resource materials. (Those funds are essentially a contribution to the AAPT/PTRA Continuation Fund.). These funds may be designated as AAPT/PTRA consulting or training fees or AAPT/PTRA materials update fees as appropriate.
4. AAPT corporate partners donations or discounts for materials such as probes, software, texts, manuals, etc. should not be utilized if the workshop is not an approved AAPT/PTRA workshop meeting the guidelines set out in this document.
5. Whenever possible, funds should be allocated for assessment of the workshops by an external evaluator, who will use PTRA assessment tools, perhaps in conjunction with other assessment instruments.